

Professional & Managerial Branch
Professional Engineering Group
Municipal Services Series

**MUNICIPAL SERVICES ASSISTANT DIRECTOR
FOR FACILITIES MANAGEMENT**

03/04 (JAS)

General Purpose

Under general direction, manage coordination of engineering support for Municipal Services group capital improvements, environmental engineering and Citywide building maintenance through subordinate supervisors.

Typical Duties

Plan, develop and organize projects to design and construct or renovate buildings and structures of Streets, Solid Waste Management and Fleet Services departments as well as City public offices. Involves: Formulate policies and establish standards to ensure conformance to statutory requirements and established engineering principles. Review and interpret current and proposed legislation and regulations in conjunction with City legal staff; and conduct and analyze technological research to advise department heads on engineering matters such as necessary facilities and infrastructure improvements and development, including nature and estimates of funds needed, project feasibility and complexity, and effects on operations of departments served and the general public. Recommend ordinances, resolutions, and major operational adjustments in order to preserve and enhance project efficiency and effectiveness, including review staff proposals to solve problems such as integration of processes and services with other City departments, other jurisdictions, and regulatory agencies. Participate in development of short and long range plans by determining departmental objectives, priorities and resources required for collaborative attainment of strategic goals. Confer with governmental funding agencies on future or ongoing construction projects.

Implement, coordinate and evaluate timely, reliable and economical execution of departmental facilities and engineering, and building trades functions within available resources. Involves: Study and standardize methods and performance measures to continuously improve service efficiency and quality. Acquire and allocate approved personnel, equipment and supplies, and arrange for maintenance. Consult with department heads on analysis of survey results, and City staff or design and construction time, labor and cost estimates and consultant and contractor bids on proposals to add, alter or remove City public offices, streets, bridges, drain systems, landfills, and allied structures. Approve and direct changes to internal and external engineers' construction and paving plans. Schedule multiple projects, and reviewing progress, costs, "as built" plans, field investigations and related records and statistics for adherence to contract timeliness, technical provisions and appropriations, and to identify, diagnose and mediate resolution project priority conflicts and organization problems in collaboration with concerned department heads. Initiate corrective measures and controls to expedite and optimize interrelated activities and facilitate flow of communications. Investigate and recommend action to rectify complaints about City buildings, structures, streets, sidewalks, bridges and drainage conditions, construction and renovation, including environmental quality. Review and consult with department heads on impact of private development on existing and future infrastructure requirements, and necessity for adherence to engineering standards and code requirements. Explain department's services and rules for solving capital improvement problems and rectifying complaints to other City departments, elected officials; citizens, civic groups, consultants, contractors, utilities, planning commissions, regulatory agencies, and the United States Army Corps of Engineers as required. Serve on designated boards to represent department group's engineering interests.

Direct organization administration. Involves: Conduct cost-benefit, statistical or other analyses such as unit operating labor, equipment and supply requirements, and review funding requests, proposed program improvements and suggested staffing to prepare annual budget, and set performance measures. Record and review expenditures, and justify deviations from forecasts in accordance with established City and department group financial policies and procedures for controlling receipt, allocation and expenditure of budgeted, bond and grant funds. Oversee preparation of statements of work, technical specifications and grant applications. Participate in awarding and negotiation of contracts. Administer design, construction and other service contracts according to City procurement policies and procedures. Implement department group engineering directives. Prepare and present comprehensive ad hoc and recurring reports, charts and recommendations about department programs and projects with in-depth technical, statistical and cost estimates and results analyses for City officials and executives, and other jurisdictions and agencies; overseeing operation and updating of computerized project management. Set up and maintain engineering library including maps, plans, plats and technical manuals, and required organizational administrative records such as of payroll, employee files, purchase requisitions and other transactions.

Supervise supervisory and nonsupervisory engineering and general services personnel. Involves: Schedule work to expedite flow and balance loads. Assign duties, and issue written and oral instructions. Check work for service effectiveness, quality and quantity acceptability, and policy and procedural conformance. Guide subordinates to overcome difficulties encountered, correct errors and rectify complaints. Appraise performance of direct reports and review employee ratings by subordinate supervisors. Coach to motivate competency improvement and career advancement. Arrange for or conduct internal orientation, job training, and employee development activities.

Enforce personnel rules and regulation, and conduct, courtesy, attendance, appearance and safety standards. Maintain harmony among employees, and internally resolve advanced step grievances. Interview applicants, and recommend hiring, commendation, adjustment of pay, transfer, discipline and termination of employees, and changes to staffing levels and job designs.

Perform miscellaneous related general managerial and professional engineering functions as required. Involves: participating in conferences to represent the City on engineering issues and to maintain awareness of technological advances.

Knowledge, Abilities and Skills:

- Comprehensive knowledge of engineering administrative, budgetary and managerial policies and procedures.
- Comprehensive knowledge of municipal building and infrastructure design and construction engineering methods and theories.
- Considerable knowledge of legal and financial issues pertaining to capital improvement project planning and management.
- Ability to formulate and establish functional policies; budgetary and service goals, and apply administrative and managerial principles and techniques, including essential records retention.
- Ability to collect, read and comprehend an extensive variety of common technical, financial and legal data and instructions, define problems dealing with several abstract and concrete variables, apply established mathematical and statistical techniques to analyze data in practical situations, draw valid conclusions to plan, develop, organize, implement, coordinate and evaluate engineering and building trades functions to ensure capital improvement project effectiveness and efficiency.
- Ability to exercise managerial authority through subordinate supervisors impartially and firmly to enforce personnel safety rules and regulations, and provide leadership to motivate productivity and cooperation of individuals or teams of various types to render quality and timely service.
- Ability to establish and maintain effective working relationships with fellow employees, City officials and department heads, consultants, contractors, utilities, other agencies, civic organizations and the public using diplomacy in complicated situations regarding common engineering and management issues such as when responding to inquiries or complaints, negotiating business deals, or resolving internal conflicts.
- Ability to express oneself persuasively, clearly and concisely, orally and in writing, to explain complex technical and regulatory standard practices in reports, correspondence, speeches and discussions.
- Skill in care and frequent safe operation of personal computer or network work station, including computer aided drafting and design (CADD), geographic information system (GIS), specialized project management, and generic business productivity software;
- Skill in care and occasional safe operation of a motor vehicle through city traffic.

Minimum Qualifications

Education and Experience: An accredited Bachelor's Degree in Civil or Environmental or related Engineering field, plus the equivalent of ten (10) years of increasingly complex professional civil or environmental engineering experience and job training in design and construction of buildings, bridges, structures, roads or drainage systems, including five (5) years managing and administering a major engineering program or organization segment serving multiple operations or locations.

Licenses and Certificates:

- Valid Texas Professional Engineer License or equivalent transferable from another state by time of application, which must be converted within one (1) year following appointment.
- Valid Texas Class "C" Driver's license or equivalent issued by another state by time of appointment.

Human Resources Director

Deputy Chief Administrative Officer